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**Child Abuse and Neglect Hotline: 800-800-5556**

October 16, 2007

To: All DCS Staff

From: James W. Payne, Director  
Stephanie Yoder, Deputy Director Field Operations  
Angela Green, Deputy Director Practice Support

Subject: Completion of Assessment Reports (311's)  
DCS-07-11

This administrative letter outlines the change in the time requirement for completing the assessment report (311). Below is a summary of the changes effective October 1, 2007.

As many of you know, the Indiana Department of Child Services (DCS) is undergoing an exciting transformation. This includes the hiring of hundreds of new Family Case Managers (FCMs) and the implementation of a new Practice Model. Both will impact caseload reduction and improve outcomes for the children and families which we serve.

As of October 1, 2007, DCS staff will make all findings on an assessment no later than 60 days from the date the child abuse/neglect (CA/N) intake report was received. This is a change from the July 1, 2007 requirement of 75 days. The following policies will reflect this important change: 4.3 – Conducting the Assessment – Overview, 4.21 – 30/60 Day Assessment Reports, 4.22 – Making an Assessment Finding, 4.25 – Completing the Assessment Report, 4.31 – Child Fatality and Near Fatality Assessments.

Currently, the Indiana Child Welfare Information System (ICWIS) will only reflect assessments which will be overdue at 90 days. ICWIS will not generate a tickler indicating when an assessment will be overdue at the previous requirement of 75 days or with the new requirement change, effective, October 1, 2007 of 60 days.



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If you have any questions regarding this change please address them to the DCS policy mailbox.

Sincerely,

James W. Payne, Director  
Department of Child Services



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